



# City of El Lago

## AGENDA

CITY COUNCIL REGULAR MEETING  
411 TALLOWOOD DRIVE, EL LAGO TEXAS 77586

February, 20th , 2017

7:00 PM

NOTICE is hereby given of a Regular Meeting of the City Council of the City of EL LAGO, County of Harris, Events Room, 411 Tallowood Drive, and El Lago for the purpose of considering the following numbered items.

### **1. Call to Order.**

### **2. Pledge of Allegiance**

*"Honor the Texas flag; I pledge allegiance to thee Texas, once state under God , one and indivisible"*

### **3. Roll Call and Certification of Quorum**

### **4. Citizen Comment:**

*Citizens are invited to speak for up to (3) three minutes on matters relating to the city and/or its government*

### **5. LPD CHIEF SAVAGE TO REPORT ON POLICE BUSINESS**

### **6. EMERGENCY MANAGEMENT/ CERT TO REPORT ON CITY OPERATION**

### **7. CONSIDERATION /ACTION ON NEW BUSINESS:**

7.1. Outsourcing Payroll Services with Well Fargo. *Agenda item 1*

### **8. CONSIDERATION /ACTION TO APPROVE THE MINUTES:**

8.1. Approval of the Nov. 7<sup>th</sup> Minutes

### **9. CONSIDERSTION/ACTION ITEMS for Future Agendas**

### **10. Adjournment**



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### **ALL AGENDA ITEMS ARE SUBJECT TO ACTION**

In compliance with the Americans With Disabilities Act, the City of Webster will provide for reasonable accommodations for persons attending City Council Meetings. Requests should be received 48 hours prior to the meetings. Please contact the City Secretary's office at 281-332-1826.

I certify that a copy of this notice of the City Council Meeting for February 20 2017  
Was posted at the City Hall, 411 Tallowood Drive El Lago, Texas on or before

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**MAYOR ROBERT WHITE**



# *City of El Lago* CITY COUNCIL AGENDA ITEM FORM

This form should be completed and forwarded to the City Secretary's Office as soon as possible and at least 1 week prior to the meeting that the item is expected to be placed on the El Lago City Council agenda.

Date requested for City Council consideration: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Subject: \_\_\_\_\_

City Attorney Review: Yes \_\_\_\_\_ No \_\_\_\_\_

Degree of importance: Critical ☐ Significant ☐ Elective ☐

Expenditure Account: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Expenditure Required: \$ \_\_\_\_\_ Amount Budgeted: \$ \_\_\_\_\_

Budget Appropriation Required: \$ \_\_\_\_\_

Date Received  
\_\_\_\_\_  
\_\_\_\_\_

SUMMARY / ORIGINATING CAUSE

IMMINENT CONSEQUENCES AND/OR BENEFIT TO COMMUNITY

RECOMMENDED MOTION

LIST ATTACHMENTS

Listed Below is a cost comparison between Wells Fargo payroll service and ADP. This cost is based on a average of employees. (This includes Lifeguards for part of the year). Both Services provide new hire reporting, 941, TWC reporting, as well as W-2, W-3 reporting. Both Services are similar, in addition to pricing. See comparison chart below along with attached quotes.

Recommendation is to utilize Wells Fargo, as this would be an easier transition due to banking relationship.

<u>Model Assumptions</u>						
Total Employees for Tax reporting	22					
Average number of employees per payroll for calendar year	14.347826					
Average number of employees per payroll for remainder fiscal year	17.294118					
Pay Periods for Calendar year	26					
Pay Periods remaining FY 2017	16					
1099 vendors not included						
*Please note price on attached quotes based on 6 employees- below based on average numbers						
*Can cancel either service at any time						
<u>Wells Fargo</u>				<u>ADP</u>		
Fixed Set up fee	\$ -			Fixed Set up fee	\$25.00	
W-2 Set Up Fee	\$ 42.50			W-2	\$45.00	
Cost Per payroll processing,	\$ 2,399.35			Cost Per payroll processing	\$2,366.39	
Cost for W-2 processing	\$ 104.50			Cost for W-2 processing	\$126.50	
<b><u>Total price Estimated for 1 calendar year</u></b>	<b><u>\$2,546.35</u></b>			<b><u>Total price estimated for 1 calendar year</u></b>	<b><u>\$2,562.89</u></b>	
Fixed Set up fee	\$ -			Fixed Set up fee	\$25.00	
W-2 Set Up Fee	\$ 42.50			W-2 Set Up Fee	\$45.00	
Cost Per payroll processing	\$ 1,582.59			Cost Per payroll processing	\$1,553.68	
Cost for W-2 processing (not applicable)	\$ -			Cost for W-2 processing (not applicable)	\$0.00	
<b><u>Total price Estimated for remainder FY 2017</u></b>	<b><u>\$1,625.09</u></b>			<b><u>Total price Estimated for remainder FY 2017</u></b>	<b><u>\$1,623.68</u></b>	

## Price Quote

Company name \_\_\_\_\_

Company payroll contact \_\_\_\_\_

Input type

Active employees

Termed employees

Quote valid 90 days from date written

☐ Online ☐ PC ☐ Email ☐ Phone**Per payroll processing****Base processing**<sup>1,2,3</sup>☐ Weekly \$42 ☐ Bi-weekly \$60 ☐ Semi-monthly \$60 ☐ Monthly \$76**Per payment processing**<sup>3</sup>☐ No charge/1-3 ☐ \$2.25/4-15 ☐ \$2.10/16-49 ☐ \$1.85/50-99 ☐ \$1.75/100-150 ☐ \$1.65/151+☐ HR360™ Exclude ☐ Local Print ☐ WageView ☐ Online Reports Access: ☐ Suppress Payroll Reports ☐ Suppress Tax Reports**Optional per payroll services**

- ☐ Wells Fargo cashier's checks/no charge
- ☐ Tax package upgrade/\$7 per processing<sup>4</sup>
- ☐ Split package same location/\$5
- ☐ Split package/\$5 plus delivery fee per additional location: \_\_\_\_\_ ☐ \$8.95 two day delivery ☐ \$12.95 next day delivery
- ☐ Expedited payroll processing, excludes delivery/\$5 per processing
- ☐ Next day delivery/\$5
- ☐ \_\_\_\_\_

**Total processing** \_\_\_\_\_**Payroll setup**

- ☐ \$200 (plus \$1.95 per employee/contractor greater than 20)
- ☐ GL custom setup/\$300
- ☐ Custom time import/\$200 ☐ Additional workstation software install/\$100 each \_\_\_\_\_
- ☐ 401k Non-Wells Fargo export/\$200
- ☐ Custom reports minimum/\$75 \_\_\_\_\_
- ☐ \_\_\_\_\_

**Total setup** \_\_\_\_\_**Affordable Care Act (ACA)**<sup>5</sup>

- ☐ Yes, I wish to receive ACA reporting services from Wells Fargo Business Payroll Services and agree to the listed fees below.
- ☐ \$499 One-time setup fee for primary company<sup>6</sup>, \$5 per 1095-C filed<sup>7</sup>, \$99 Monthly maintenance fee<sup>8</sup>
- ☐ \$99 One-time setup fee for each additional company<sup>6</sup>, \$5 per 1095-C filed<sup>7</sup>, \$25 Monthly maintenance fee<sup>8</sup>
- ☐ No, I do not wish to receive ACA reporting services from Wells Fargo Business Payroll Services.

\_\_\_\_\_ Initial. I understand that if I decline ACA reporting services now and wish to elect such services later in the year, I will be charged retroactively the monthly maintenance fee for the applicable reporting year.

**Year end**

- ☐ W-2s & 1099s/\$42.50 plus \$4.75 per active and termed employee/contractor

**Other**

- ☐ Signed up for instructor-led *OptRight*® online training class
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**Total other** \_\_\_\_\_

Payroll Sales Specialist \_\_\_\_\_

Code \_\_\_\_\_

Customer signature \_\_\_\_\_

Schedule does not include bank charges for account-related services on deposit accounts such as stop payments. Terms and conditions, and pricing are subject to change. Additional service fees and applicable sales tax may apply.

<sup>1</sup> Base processing includes: Standard 2 day delivery, direct deposit, new hire reporting, standard tax package (includes Federal and primary state), quarterly tax processing, standard reports, online report access, WageView, paid time off tracking and reporting. GL standard export for Quickbooks® users, Wells Fargo 401k contribution file transfer export, Workers' Compensation file transfer export, HR360™ subscription and general workers' compensation reporting. All exports are available only for Online or PC input customers.

<sup>2</sup> Monthly minimum fee of \$65 applies if no payrolls are processed within the calendar month.

<sup>3</sup> Base processing and per payment processing are combined on the invoice and expressed as a single billing amount. The first three checks are included in the base processing and not billed.

<sup>4</sup> Tax package upgrade is for multiple state jurisdictions plus WA L&I, NM & WY, local jurisdictions, and Multi Worksite Reporting. Wells Fargo cashier's check & expedited payroll services customers must fund payroll with an active Wells Fargo checking account.

<sup>5</sup> Wells Fargo does not provide any tax advice or guidance in connection with the Service. Wells Fargo recommends that Company seek legal and tax advice from its own legal and/or tax advisors. Company should verify its filing requirements with the IRS and any other applicable federal and state agencies. Company is responsible for providing accurate Payroll Information for its ACA reporting, and will be responsible for any penalties and/or interest resulting from incorrect filings or other errors based on Payroll Information Company has provided Wells Fargo in connection with the Service. Signing up for ACA reporting requires a one-time setup fee, monthly maintenance fee and 1095-C filing fees.

<sup>6</sup> The non-refundable ACA setup fee covers setup for ACA reporting and will be billed during implementation.

<sup>7</sup> The 1095-C fees included in this price quote are an estimate only until final billing. The 1095-C billing will occur in the January immediately following the applicable tax year.

<sup>8</sup> The monthly maintenance fee applies to each company, will be billed monthly and will appear on your billing statement. Customers that fund payroll with a Wells Fargo account will not be charged a monthly maintenance fee with certain Wells Fargo Business Services® Packages.



Automatic Data Processing, Inc.



POWERED BY 

**PROPOSAL FOR:**

<b>Company Name:</b>	<b>City of El Lago</b>
<b>Contact Email:</b>	<b>citysec@ellago-tx.gov</b>
<b>Date of Proposal:</b>	<b>2/3/2017</b>

**Company Information**



*Small Business Services*

<b>Shaun Shepard Sr.</b>	<b>Automatic Data Processing</b>
Senior District Manager	Small Business Services
<b>DirectLine: 585-445-2227</b>	<a href="mailto:shaun.shepard@adp.suth">shaun.shepard@adp.suth</a>
<b>Fax: 585-641-7728</b>	

**The Business Behind Business**

## City of El Lago

### ADP Enhanced Payroll

**Payroll Pricing Based on:**  
**Paid on a:**

**6 employees**  
**Bi-Weekly frequency**

<b>ADP Enhanced Payroll:</b>	<b>\$98.35</b>
Payroll Processing with RUN	Included
Tax Filing Services	Included
UPS Delivery	Included
New Hire Reporting	Included
Electronic Reports	Included
Employee Access	Included
RUN Powered by ADP mobile payroll	Included
General Ledger Interface	Included
Pay Options (TotalPay, FSDD, Check Signing/Stuffing, Pay Card)	Included
Accounting & Business Management	Included
Sales/Expense tracking, payroll interface, customer invoicing, payment processing	Included
Poster Compliance Update Service	Included
Garnishment Payment Service	Included
SUI Management	Included
HR Features:	Included
State & Federal Resources	Included
HR Tip of the Week	Included
Quarterly HR Newsletter	Included
HR Checkups	Included
HR Dictionary	Included



4 months free expires 2/23/2017  
**4,5,6,7th months free**

<b>One-time Setup Fee (includes)</b>	<b>\$200.00</b>
Client Referral Setup Discount	<b>-\$175.00</b>
<b>One-time Setup Fee Total</b>	<b>\$25.00</b>
Customization of Run Product	
24x7 Customer Support	
Product Training	
24-hour Online Access	

#### **Year-End W-2 & 1099 Processing**

\$45.00 Base Filing Fee  
\$5.75 per W-2/1099 Form

**Subtotal Per Processing Fee**  
**Payroll Discount**

**\$98.35**  
**25%**

**Total Cost Per Pay Period with Discount: \$73.76**

*The ADP Guarantee: "Accurate, on time, or on us!"*

All payroll checks and vouchers will show net amounts free of ADP error and you will receive your payroll on your scheduled delivery date and time, or that payroll processing will be free.  
Excludes delays beyond ADP's reasonable control. Must notify ADP of error prior to next payroll in order to receive free processing.



**RUN Payroll Processing**

With RUN, all you need is high-speed internet access to process payroll anywhere, anytime. Access is available to PC, MAC and Smart Phone users. ADP calculates both employer and employee paid payroll taxes and other deductions setup by your company. To ensure accuracy, the Payroll Preview feature of RUN allows you to view payroll results prior to running payroll to eliminate reruns. Checks are delivered overnight via UPS (or you may print locally on pre-printed check stock.) You will have 24-hour access to online reports and 24X7 customer support!

**Tax Filing**

We calculate, deposit, file and reconcile federal, state, and local payroll taxes, completely shielding you from the IRS. We take care of 941 and 940 filings and provide online tax filing reports that are updated with each payroll processing. Federal and State tax forms can be viewed online.

**Full Service Direct Deposit**

ADP eliminates the need for paper checks by electronically depositing payroll funds directly into your employees' bank accounts.

**New Hire Reporting**

ADP will automatically register all new hires with the state within the required 7-20 day timeframe, giving you freedom from late filing penalties.

**Employee Access**

Your employees have access to 12 rolling months of personal earnings history online. Employees can view and print their pay statement information, cutting down on pay related questions that take time out of your day.

**RUN Powered by ADP Mobile Payroll**

The RUN small business payroll solution lets you process payroll anywhere, anytime and on virtually any leading mobile device.

**General Ledger Interface (GLI)**

Electronically import journal entries from ADP payroll into your accounting application, eliminating the need to re-key data. For your convenience, you can create GL files specific to QuickBooks, QuickBooks Online, Xero, Creative Solutions Accounting, and Accounting CS. Generic Excel file format is also available that can be added into virtually any other accounting application.

**Health Care Reform Tools**

The Affordable Care Act (ACA) page provides tools, reports and useful links to navigate through the complexities of the ACA. This helps to administer ACA in your business – complete with Exchange Notification Letters, Healthcare Tax Credit Assist, an ACA Dashboard and FTE Calculator. [We'll help you to determine whether the company may be considered an "applicable large employer" (over 50) and subject to shared responsibility to offer a healthcare plan. The Health Care Tax Credit Assist helps to gather information to determine eligibility to receive a tax credit if you have under 25 employees and offer healthcare now. All clients can avoid risk by providing each new hire the Letter of Exchange which notifies them how to get health coverage.]

**HR Essential Tools: \*\* These include...**

**State and Federal Resources** to help meet your core state and federal document requirements with convenient access to key government forms and documents.

**HR Checkups** to compare your current HR practices against HR best-practices to see how you measure up.

**HR Tip of the Week** to have practical how-to articles that provide best-practice information to complete your everyday employee management tasks.

**Quarterly Newsletter** for timely, comprehensive articles focused on compliance requirements and getting the most out of your workforce.

**HR Dictionary** with hundreds of must-know HR terms, definitions and abbreviations to clarify your HR tasks.

**Poster Compliance Update Service**

ADP will provide you with a complete set of high quality, laminated all-in-one labor law posters covering all mandatory Federal and State specific notices for general employers. We automatically ship updated new posters for any significant changes in mandatory Federal and State posting laws ensuring you stay in compliance with the law.

**Garnishment Payment Service (GPS)**

Save time by eliminating the manual tasks involved in making garnishment payments. ADP will disburse garnishment payments to the appropriate payees- including states where electronic transmission of payments is required.

**SUI Management Compliance**

Help protect your company from unnecessary state unemployment insurance charges by having ADP verify each claim before spending money on unwarranted charges against your account. We review your benefit charge statements for errors that could cause your rate to be higher than necessary.

**Pay Option: TotalPay**

Offer a choice to your employees on how they want to be paid. ADP debits the total net amount of your payroll from your bank account and issues either paychecks or direct deposits from an ADP partner bank account. Convenience and protection are added to the ADPCheck since we provide check fraud protection, handle all paycheck reconciliation, and issue checks that come signed by ADP, and stuffed in window envelopes.

**Pay Option: Pay Card**

ADP provides a personalized Mastercard® prepaid card to your employees as an option for receiving their pay. Employees can have their net pay automatically loaded on their pay card every payday.

**Pay Option: Check Signing & Stuffing**

ADP signs the payroll checks with your signature and stuffs your payroll checks into envelopes, ready for distribution, reducing administrative time and expense.





## Getting Started with RUN

As you prepare to get started, be assured that we will be there to guide you through every step of the way. We will get you up and running in four easy steps.

### Step 1: Gather Your Information (Please provide the following information to your sales associate:)

- \* Federal ID number (Federal Proof of your EIN must be pre-printed by the IRS and not older than 5yrs.)
- \* State Tax ID number(s)
- \* Local Tax ID number(s)
- \* Copy of a voided check
- \* Employee W-4 data
- \* Prior balance information (see below for details)

### Step 2: RUN Powered by ADP® (“RUN”) Registration - Register Online

You will receive two emails from RunDoNotReply@adp.com. Click on the URL provided, then click the REGISTER NOW button. Enter the Temporary ID and Temporary Password provided to you separately in the two emails.

You will be asked to create a username (eight characters) and password (eight characters & alpha num select 3 security questions, and accept online terms and conditions.

(\*Please be aware that your new RUN account is still being processed and the Tasks listed on your home page will be completed by your Implementation Specialist.)

### Step 3: Process Payroll

Your Implementation Specialist will be assigned on this call, and will be your dedicated contact for the of your time during Implementation. During this call your Implementation Specialist will provide their c extension and will:

- Highlight features of our RUN product and HR Solutions based on your business needs.
- Guide you through completing your first payroll with ADP®.
- Determine your support needs going forward.

### Step 4: Ongoing Support

Your Service Team is available 24 hours a day, 7 days a week. This knowledgeable team of representatives will be able to assist you in the event you have a question.

#### Quarter 1 Balances

All Balances, regardless of the former payroll provider, must include:

- ☐ Report showing employee and company totals each payroll in the current quarter.
- ☐ Any applicable city or local filing for Q 1
- ☐ All 941 and SIT deposits for each PR in Q1 prior to starting with ADP

\* Totals must include:

- o Gross
- o Each tax deduction
- o Each benefit deduction
- o Each garnishment deduction
- o Net



STATE OF TEXAS  
COUNTY OF HARRIS

# CITY OF EL LAGO

MINUTES  
NOVEMBER 7<sup>TH</sup> 2016  
7:00 PM

1. COUNCIL CALL TO ORDER

PRESENT: MAYOR ROBERT WHITE  
MAYOR PRO TEM JOHN SKELTON  
COUNCIL JIM KELLY  
COUNCIL JEFF MACHALAK  
COUNCIL MARK BRIGGS  
COUNCIL ROB KUMAR MASIR

2. PLEDGES / Lead by Mayor White

3. CITIZEN COMMENTS / *Jeff Tave – Against City Council receiving free access to the gym/ Website agenda response program is “flakey” and not distributing agenda in timely manner.*

4. MAYOR’S AND COUNCIL REPORT /

Mayor reported on Activity in City:

*Tailgate event Sunday/ Whole roast pig/ Texans vs Jaguars start 11am*

*Position of City Secretary has been posted on Website & TML*

*Introduced Pauline Small; Retired City Secretary will be helping in transition.*

*Voting on Tuesday 8<sup>th</sup> “lines never long”*

*Introduced New Maintenance Director Armand Barbe’*

Council Jim Kelly: *Thanked Arlands Market and “Outback” Rob for donating food and sandwiches for all the election workers this Tuesday.*

Council Mark Briggs: *P& Z Review Traffic Proposal from CobbFindley, approved and Hope to bring proposal to council soon.*

5. CITY OFFICIAL REPORTS

5.1 Officer Patrick Sherrill and David Sullivan made a presentation of the new in-car computer that LPD will be using starting Nov 10<sup>th</sup>.

5.2 Art Richard Talked about the live action CERT final for the newest training class, of which three people were from El Lago

6. NEW BUSINESS

6.1 Cub Scout Pack 398 request to use events room for Christmas party/ PASSED, UNANIMOUS

6.2 Use of Gym Facility for Council and Staff/ Motion( Kelly/2<sup>nd</sup> Skelton) motion separated (Kumar-Masir, 2<sup>nd</sup> Michalak )- Consider Staff and Council as separate 1) Staff access to City gym. PASSED/ UNANIMOUS 2) Access for Council to city Gym. FAILED/ ALL VOTING AGAINST

6.3 Adding and removing signatories’ from/to TML and Wells Fargo Accounts: Removing Ann Vernon and Jeff Tave and Adding Council Jim Kelly and Mayor Pro Tem John Skelton (motion Kumar-Masir/ 2<sup>nd</sup> Skelton). Council Jim Kelly removed name from signers. PASSED, Against Kelly, Abstain Briggs.

7. APPROVAL OF MINUTES

7.1 OCTOBER 17<sup>TH</sup> CITY COUNCIL MINUTES / ( Michalak /2<sup>nd</sup> Skelton) FAILED, NOT ENOUGH VOTE FOR.

8. OTHER ITEMS FOR CONSIDERATION FOR FUTURE MEETING

8.1 REVIEW FINIANCIALS – JOHN SKELTON

8.2 OPEN



DRAFT